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10 JUL 1980

Mr. E. L. Harper
Assistant Commissioner
for Property Management
General Services Administration
Washington, DC 20406

Dear Mr. Harper:

As discussed between yourself and [redacted] of my staff, I am submitting herewith a request for this Agency to purchase furniture currently under the moratorium for your consideration. While our Expense Plan is pending your approval, this furniture is urgently needed to meet current requirements and we would like to initiate procurement action as soon as possible.

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The specific items required and our justifications are as follows:

- a. Two each Conserv-a-files. The approximate cost is \$6162.35.

These are required by our Information Services Staff to help them in processing the increasing number of requests received by this Agency as a result of the Freedom of Information Act, the Privacy Act, and Executive Order 12065. Our records management personnel have determined that the standard office safes will not suffice for the purpose of storage because of the volume of documents to be filed, the various sizes of files, and the limited floor space available. Our ability to respond to any request within the time limitations imposed upon us by statute will be greatly enhanced through the early addition of this filing equipment.

- b. Twenty-three wall panels, eight work surfaces, twelve shelves, and auxiliary hardware. The approximate cost is \$7,659.

We have an immediate operational requirement to add additional equipment to a room where space is very limited. This space is being used for computers as well as for personnel, and it is imperative that the

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noise level be suppressed in order to maximize operational efficiencies in this work environment. Acoustical sound measurements were taken and it has been determined that the installation of these panels will appreciably dampen the noise and, concurrently, will provide for sorely needed storage space.

Your expeditious handling and favorable consideration of this request will be greatly appreciated. Please contact [] on extension [] and let him know the results of your findings at your earliest convenience.

Sincerely,

/s/ James H. McDonald

James H. McDonald
Director of Logistics

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